



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-165

Date: February 23, 2007

1 FAM ORGANIZATION AND FUNCTIONS

Changes

1. **Subchapters 010, 210, 230, 250 and 320** have been revised to change the office symbol from Records and Publishing Services (RPS) to Information Sharing Services (ISS) in a section title, CT line, or text of the regulations.
2. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide an historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 010 (CT:ORG-150; 02-21-2006; 24 pages) and replace it with revised subchapter 1 FAM 010 (CT:ORG-165; 02-23-2007, 23 pages).
2. Remove and discard old subchapter 1 FAM 210 (CT:ORG-154; 04-10-2006; 56 pages) and replace it with revised subchapter 1 FAM 210 (CT:ORG-165; 02-23-2007, 56 pages).

3. Remove and discard old subchapter 1 FAM 230 (CT:ORG-145; 11-15-2005; 16 pages) and replace it with revised subchapter 1 FAM 230 (CT:ORG-165; 02-23-2007, 16 pages).
4. Remove and discard old subchapter 1 FAM 250 (CT:ORG-157; 05-19-2006; 44 pages) and replace it with revised subchapter 1 FAM 250 (CT:ORG-165, 02-23-2007, 43 pages).
5. Remove and discard old subchapter 1 FAM 320 (CT:ORG-136; 03-15-2005; 18 pages) and replace it with revised subchapter 1 FAM 320 (CT:ORG-165, 02-23-2007, 18 pages).
6. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:ORG-165, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(DS/MGT/PPD)